

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer
July 9, 2008

Job Title:	Registered Nurse III – Asst. DON	Position No.:	22690
Division:	Montana State Prison	Pay Band:	7
Location:	Deer Lodge	Bargaining Unit:	None
Status:	Permanent, Full-Time	Supplement:	NO
Salary:	\$24.42 - \$30.53/hr / hr DOE	Hours:	To be Determined

Application Deadline: Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. **Position Closes 7/25/08.** Attach a copy of the required license and a completed reference and criminal background authorization form to application. Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: Manages, directs, evaluates the Continuous Quality Improvement system: Creates a systematic evaluation tool encompassing all departments, services, programs, disciplines and committees that directly or indirectly affect the quality of medical, dental and mental health care. Facilitates adherence to established national standards of care outlined within the approved scope of services; provides a structure where the collected data can be analyzed, conclusions drawn and recommendations made for improvement of services; sees that actions are taken to improve or correct identified concerns in the delivery of health care services; provides followup plans where corrective actions are effective in addressing the identified concerns and provide a mechanism for the regular reporting of findings and results to the Director of Nursing and Health Services Administrator, court appointed monitors and the facility administrator. Actively supervises and directs the daily operations of health care delivery for 1500 inmates. Daily operations include sick call, medical clinics, specialty clinics, diagnostic procedures, medication administration, emergency services, hospitalizations, infirmary care and medical records. This position participates in recruitment, interview, selection and orientation of personnel to perform health care delivery. Assigns work to personnel contingent with credentials and clinical privileges. Supervises employees and contract providers so that work performed is consistent with assignment. Develops the knowledge, skill and ability of each employee and uses the progressive discipline process to correct deficient employee performance. In the absence of the Director of Nursing acts as DON. Makes the environment in which healthcare is provided safe, healthy and sanitary and participates in management and executive meetings at the prison.

Qualifications: A strong understanding of personnel management in a union environment. Advanced knowledge of the principles of Continuous Quality Improvement, quality assurance methods and techniques and systems necessary to develop and implement a Continuous Quality Improvement program for Montana State Prison and the Department of Corrections. The ability to communicate information and ideas verbally and in writing. The ability to tell when something is wrong or is likely to go wrong, including the ability to solve the identified problem. The ability to combine pieces of information to form general rules or conclusions. The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. The ability to quickly make sense of, combine and organize information into meaningful patterns. Being aware of others reactions and understanding why they react as they do. Managing one's own time and the time of others. Understanding the implications of new information for both current and future problem solving and decision-making. The ability to teach others how to do something. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things. Motivating, developing and directing people as they work, identifying the best people for the job. Considering the relative costs and benefits of potential actions to choose the appropriate one. Persuading others to change their mind or behavior. Determining how a system should work and how changes in conditions, operations and environment will affect outcomes. The ability to manage change in integrated health care delivery systems such as work restructuring, technological innovations and shifts in the focus of care. The ability to monitor the use of diagnostic services, in patient beds, facilities and staff to ensure effective use of resources and assess the need for additional staff, equipment and services.

Education and Experience: The above qualifications are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Nursing, 3 years of supervisory experience in a medical setting and 5 years of nursing experience. Must be licensed or eligible for licensure as a Registered Nurse by the State of Montana.

The Agency may consider a training assignment for an applicant who holds a licensure as a practical nurse, working toward obtaining his/her RN degree within a two year time frame, and does not meet the minimum years of experience.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****
4. **Copy of Applicable Nursing License**

Application materials can be obtained from any Job Service Office or Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. Also available on the web at <http://www.mt.gov/statejobs/statejobs.asp>.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 7 on the State of Montana broadband pay plan. The salary range is \$24.42 - \$30.53/hr based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year,

paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

**MONTANA DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____

(Please print or type)

Other Names Used: _____

Social Security Number: _____ Date of Birth _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect, or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related only to the hiring decision of the position for which I have applied.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

___ No ___ Yes Date _____ Jurisdiction _____

APPLICANT'S SIGNATURE DATE
